



Government of the People's Republic of Bangladesh

# Annual Performance Agreement (APA)

Between

The Cabinet Secretary  
and

The Secretary, Local Government Division

2014-2015

# Table of Contents

Preamble
Section 1: Ministry's / Division's Vision, Mission, Strategic Objectives and Functions
Section 2: Strategic Objectives, Activities, Performance Indicators and Targets
Section 3: Trend values of the Performance Indicators
Section 4: Description of the Performance Indicators, Implementing Department/Agencies and Measurement Methodology
Section 5: Specific Performance Requirements from other Ministries/Divisions
Section 6: Outcomes of the Ministry/Division

## Preamble

The Annual Performance Agreement is made and entered into on 09 March 2015

BETWEEN

The Secretary, Local Government Division, representing the Minister, Ministry of Local Government, Rural Development and Co-operatives, Government of the People's Republic of Bangladesh.

AND

The Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh.

The parties hereto agree as follows:

## Section 1: Ministry's/Division's Vision, Mission, Strategic Objectives and Functions

### 1.1 Vision

Effective and inclusive local governments.

### 1.2 Mission

Improving living standard of the people by strengthening local government system, development of rural and urban infrastructure and implementation of socio-economic activities.

### 1.3 Functions

- 1 Matters relating to local government and local government institutions.
- 2 Matters relating to finance, monitor and evaluate of local government institutions.
- 3 Matters relating to safe water, sanitation and hygiene facilities in rural and urban areas.
- 4 Matters relating to construct, maintain and improve upazila, union and village roads and bridges/ culverts on these roads.
- 5 Matters relating to village and municipal police.
- 6 Matters relating to economic infrastructure, growth centres, haat-bazars etc. connected with upazila, union and village roads.
- 7 Matters relating to development of rural and urban women.

### 1.4 Strategic Objectives

- 1 Develop rural and urban infrastructure.
- 2 Develop socio-economic facilities for the rural and urban people with emphasis on employment generation.
- 3 Establish accountable and results based implementation process.
- 4 Develop socio-economic condition for the rural and urban people emphasizing women.
- 5 Enhance good governance at local levels.
- 6 Maximise proper utilisation of small scale water resources.

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
<b>Ministry/Division Strategic Objectives</b>										
[1] Develop rural and urban infrastructure.	25.00	[1.1] Construction and improvement of upazila, union and village roads.	[1.1.1] Rural roads constructed	KM	4.00	6080	5800	5500	5000	4500
		[1.2] Maintenance of upazila, union and village roads.	[1.2.1] Rural roads maintained	KM	4.00	10500	10000	9500	9000	8500
		[1.3] Construction and maintenance of bridges/culverts on upazila, union and village roads.	[1.3.1] Bridge/culverts on rural roads constructed	Meter	3.00	30000	28000	27000	26000	25000
		[1.4] Construction rural haat-bazars and growth centers.	[1.4.1] Rural haat-bazar and growth centers constructed	Number	3.00	180	170	160	150	140
		[1.5] Construction of women corner at growth centers/markets.	[1.5.1] Women corner constructed	Number	3.00	34	30	25	22	20
		[1.6] Construction of multipurpose cyclone shelters.	[1.6.1] Cyclone shelters constructed	Number	2.00	66	60	50	45	40
		[1.7] Construction of footpaths etc.	[1.7.1] Road, footpath etc. constructed	KM	2.00	754	700	650	600	500
		[1.8] Construction of drains.	[1.8.1] Drainage constructed	KM	2.00	310	250	200	150	100
		[1.9] Construction of community latrines.	[1.9.1] Community latrines constructed	No.	2.00	14300	14000	13000	12000	11000
[2] Develop socio-economic facilities for the rural and urban people with emphasis on employment generation.	15.00	[2.1] Production of water	[2.1.1] Water produced per day	Million Litre	8.00	26	22	18	15	13

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		[2.2] Laying of pipelines.	[2.2.1] Water pipelines constructed	KM	7.00	4537	4000	3600	3200	3000
[3] Establish accountable and results based implementation process.	15.00	[3.1] Inspection activities to strengthen supervision of LGIs and development programs.	[3.1.1] Number of inspection completed	Number	6.00	160	140	120	110	100
		[3.2] Monitoring of government allocations to different LGIs.	[3.2.1] Number of LGIs monitored	Number	5.00	160	140	120	110	100
		[3.3] Audit of LGIs especially Union Parishads.	[3.3.1] Number of LGIs evaluated	Number	4.00	4552	4000	3500	3000	2500
[4] Develop socio-economic condition for the rural and urban people emphasizing women.	5.00	[4.1] Generating employment for rural women.	[4.1.1] Employment generated for rural women	Lakh Mandays	5.00	648	600	550	500	450
[5] Enhance good governance at local levels.	15.00	[5.1] Provide training to elected representatives	[5.1.1] Number of elected representatives trained	Number	3.00	65500	60000	55000	50000	45000
		[5.2] Provide training to officials	[5.2.1] Officials trained	Number	3.00	1200	1100	1000	900	800
		[5.3] Provide Training to other personnel	[5.3.1] Supporting staffs trained	Number	3.00	5010	4500	4200	3800	3300
		[5.4] Construction of Upazila Parishad Complex buildings	[5.4.1] Upazila Parishad Complex constructed	Number	2.00	45	40	35	30	25
		[5.5] Formulation of Rules under LGI Acts.	[5.5.1] Rules for Upazila Parishad formulated	Number	2.00	7	6	5	4	3
		[5.6] Construction of Union Parishad Complex buildings.	[5.6.1] Union Parishad Complex constructed	Number	2.00	230	200	180	150	120
[6] Maximise proper utilisation of small scale water resources.	10.00	[6.1] Excavation/re-excavation of canals for irrigation and	[6.1.1] Canals excavated	KM	4.00	952	900	850	800	700

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%
		drainage.								
		[6.2] Construction of embankment for flood management.	[6.2.1] Embankment constructed	KM	3.00	600	550	500	450	400
		[6.3] Construction of regulators, dams, cross-dams for flood management	[6.3.1] Dam, Cross-dam & Regulator constructed	No.	3.00	334	300	275	250	225

### Mandatory Strategic Objectives

* Improve Service delivery to the Public	6.00	Implementation of Citizens' Charter (CC)	Preparation and approval of CC by the Ministry/Division	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Publication of CC in website or others means	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
		Implementation of Grievance Redress System (GRS) system	Publishing names and contact details of GRS focal point in the website	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
			Sending GRS report(s) to the Cabinet Division from January 2015	Number of report(s)	1.0	5	4	3	2	1
		Implementing Innovations	Implemented decisions of the innovation team	%	1.0	100	80	50	30	--
			Unicode used in all official activities	Date	1.0	31/12/2014	31/01/2015	28/02/2015	31/03/2015	30/04/2015
* Improve governance	4.00	Compliance with RTI Act and proactive disclosure	Percentage of information, mentioned in the RTI Act	%	2.0	80	70	60	50	40

\* Mandatory Objective(s)

## Section 2: Strategic Objectives, Activities, Performance Indicators and Targets

Strategic Objectives	Weight of Strategic Objective	Activities	Performance Indicator (PI)	Unit	Weight of PI	Target / Criteria Value				
						Excellent	Very Good	Good	Fair	Poor
						100%	90%	80%	70%	60%

### Mandatory Strategic Objectives

			and related regulations, disclosed in the website							
		Preparation and Implementation of the National Integrity Strategy Work Plan	Preparation of NIS Work Plan for 2015 and get approved by the Ethics Committee	Date	2.0	28/02/2015	31/03/2015	30/04/2015	31/05/2015	30/06/2015
* Improve Financial Management	3.00	Improve compliance with the Terms of Reference of the Budget Management Committee (BMC)	Budget Implementation Plan (BIP) prepared and Quarterly Budget Implementation Report (QIMR) submitted to Finance Division (FD) meeting FD requirements	Number of report	1.0	5	4	3	2	1
			Actual achievements against performance targets are monitored by the BMC on a quarterly basis	Number of BMC meetings	1.0	4	3	2	1	--
		Improve audit performance	Percentage of outstanding audit objections disposed off during the year	%	1.0	70	55	40	30	20
* Efficient Functioning of the Annual Performance Agreement (APA) System	2.00	Timely submission of Draft APA for 2014-2015	On-time submission	Date	2.0	01/02/2015	02/02/2015	03/02/2015	04/02/2015	05/02/2015

\* Mandatory Objective(s)



### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
<b>Ministry/Division Strategic Objectives</b>								
[1] Develop rural and urban infrastructure.	[1.1] Construction and improvement of upazila, union and village roads.	[1.1.1] Rural roads constructed	KM	6639	6549	5800	7040	7200
	[1.2] Maintenance of upazila, union and village roads.	[1.2.1] Rural roads maintained	KM	7537	9108	10000	11000	12000
	[1.3] Construction and maintenance of bridges/culverts on upazila, union and village roads.	[1.3.1] Bridge/culverts on rural roads constructed	Meter	27057	23534	28000	31000	32000
	[1.4] Construction rural haat-bazars and growth centers.	[1.4.1] Rural haat-bazar and growth centers constructed	Number	120	136	170	250	280
	[1.5] Construction of women corner at growth centers/markets.	[1.5.1] Women corner constructed	Number	12	32	30	25	20
	[1.6] Construction of multipurpose cyclone shelters.	[1.6.1] Cyclone shelters constructed	Number	39	104	60	60	100
	[1.7] Construction of footpaths etc.	[1.7.1] Road, footpath etc. constructed	KM	716	608	700	450	400
	[1.8] Construction of drains.	[1.8.1] Drainage constructed	KM	226	255	250	325	280
	[1.9] Construction of community latrines.	[1.9.1] Community latrines constructed	No.	9670	16759	14000	14600	1400
[2] Develop socio-economic facilities for the rural and urban people with	[2.1] Production of water	[2.1.1] Water produced per day	Million Litre	2611	2679	2800	2900	3000

### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
emphasis on employment generation.								
	[2.2] Laying of pipelines.	[2.2.1] Water pipelines constructed	KM	4490	4471	4000	4591	5151
[3] Establish accountable and results based implementation process.	[3.1] Inspection activities to strengthen supervision of LGIs and development programs.	[3.1.1] Number of inspection completed	Number	64	64	25	64	64
	[3.2] Monitoring of government allocations to different LGIs.	[3.2.1] Number of LGIs monitored	Number	64	64	25	64	64
	[3.3] Audit of LGIs especially Union Parishads.	[3.3.1] Number of LGIs evaluated	Number	4548	4549	4000	4552	4552
[4] Develop socio-economic condition for the rural and urban people emphasizing women.	[4.1] Generating employment for rural women.	[4.1.1] Employment generated for rural women	Lakh Mandays	442	596	600	668	689
[5] Enhance good governance at local levels.	[5.1] Provide training to elected representatives	[5.1.1] Number of elected representatives trained	Number	62000	65066	60000	70000	70000
	[5.2] Provide training to officials	[5.2.1] Officials trained	Number	--	1078	1100	1500	1500
	[5.3] Provide Training to other personnel	[5.3.1] Supporting staffs trained	Number	4000	4500	4500	5000	5000
	[5.4] Construction of Upazila Parishad Complex buildings	[5.4.1] Upazila Parishad Complex constructed	Number	8	20	40	60	59
	[5.5] Formulation of Rules under LGI Acts.	[5.5.1] Rules for Upazila Parishad formulated	Number	0	0	6	--	--

### Section 3: Trend Values of the Performance Indicators

Strategic Objectives	Activities	Performance Indicators	Unit	Actual Value for FY 12-13	Actual Value for FY 13-14	Target Value for FY 14-15	Projected Value for FY 15-16	Projected Value for FY 16-17
	[5.6] Construction of Union Parishad Complex buildings.	[5.6.1] Union Parishad Complex constructed	Number	67	93	200	335	350
[6] Maximise proper utilisation of small scale water resources.	[6.1] Excavation/re-excavation of canals for irrigation and drainage.	[6.1.1] Canals excavated	KM	535	459.3	900	965.76	951.99
	[6.2] Construction of embankment for flood management.	[6.2.1] Embankment constructed	KM	45	53	550	655	595
	[6.3] Construction of regulators, dams, cross-dams for flood management	[6.3.1] Dam, Cross-dam & Regulator constructed	No.	146	113	300	305	163

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
1	[1.1.1] Rural roads constructed	Upazila Road - Growth center to Growth center, Upazila Head Quarters to Growth Center and RHD road to Growth center; Union Road - Upazila HQ to Union Parishad and RHD road to Union Parishad; Village road - Village to Village, Union Parishad to Village and Upazila HQ to Village.	LGED	Annual Report	
2	[1.2.1] Rural roads maintained	Upazila Road - Growth center to Growth center, Upazila Head Quarters to Growth Center and RHD road to Growth center; Union Road - Upazila HQ to Union Parishad and RHD road to Union Parishad; Village road - Village to Village, Union Parishad to Village and Upazila HQ to Village.	LGED	Annual Report	-
3	[1.3.1] Bridge/culverts on rural roads constructed	Small & large bridges (upto 1500 meter) and culvert on the Upazila, Union or Village road	LGED	Annual Report	
4	[1.4.1] Rural haat-bazar and growth centers constructed	Rural Haat-Bazar and Growth Center	LGED	Annual Report	

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
5	[1.5.1] Women corner constructed	Specific corner of growth center/Haat-bazar which is allocated to the women entrepreneurs.	LGED	Annual Report	
6	[1.6.1] Cyclone shelters constructed	Cyclone shelters are usually constructed in the coastal area of Bangladesh which are established with multipurpose uses. However, these are used as shelter houses during cyclone period.	LGED	Annual Report/Project Completion Report	-
7	[1.8.1] Drainage constructed	Drainage is constructed to dispose of sewerage in urban areas as well as in the growth centers and Haat-Bazar of rural areas.	WASA/LGED/City Corporations/Pourashavas	Annual Report	
8	[1.9.1] Community latrines constructed	Latrines constructed for the poor community	Pourashavas/CCs/Upazila Parishads/Union Parishads	Annual Report	-
9	[2.1.1] Water produced per day	Water Treatment plant for supplying safe water to people	WASAs/Pourashavas	Annual Report	

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
10	[2.2.1] Water pipelines constructed	Pipelines constructed for supplying safe water to people	WASAs/Pourashavas	Annual Report	
11	[3.1.1] Number of inspection completed	LGI stands for Local Government Institution. LGD deals with all urban and rural LGIs.	LGD	Annual Report	
12	[3.2.1] Number of LGIs monitored	LGI stands for Local Government Institutions. LGD deals with all urban and rural LGIs.	LGD	Annual Report	
13	[3.3.1] Number of LGIs evaluated	LGI stands for Local Government Institution. LGD deals with all urban and rural LGIs.	LGD	Annual Report	
14	[4.1.1] Employment generated for rural women	Scope for work of rural women	LGED/DPHE	Annual Report	-

## Section 4:

## Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology

Sl.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
15	[5.1.1] Number of elected representatives trained	All elected representatives from Union Parishads, Upazila Parishads, Zila Parishads, Pourashavas and City Corporations.	LGD/NILG	Annual Report	
16	[5.2.1] Officials trained	Officials work in LGD and all LGIs including relevant government officers.	LGD/NILG	Annual Report	
17	[5.3.1] Supporting staffs trained	Staffs work in LGD and all LGIs including relevant government staffs.	LGD/NILG	Annual Report	-
18	[5.4.1] Upazila Parishad Complex constructed	Upazila Parishad's Offices at the same building	LGED	Annual Report	
19	[5.5.1] Rules for Upazila Parishad formulated	Rules to be framed to operate Upazila Parishad	LGD	Annual Report	

**Section 4:**

**Description of Performance Indicators, Implementing Department/Agencies and Measurement Methodology**

SI.No	Performance Indicators	Description	Implementing Department/Agencies	Measurement and Source of Data	General Comments
20	[6.1.1] Canals excavated	Canals used for irrigation/ water supply	WASA/LGED	Annual Report	-
21	[6.2.1] Embankment constructed	Embankment is constructed in reverine area especially in costal area.	LGED	Annual Report	



**Section 5 :**  
**Specific Performance Requirements from other Ministries/Divisions**

Organisation Type	Organisation Name	Relevant Performance Indicator	What is your requirement from this organisation	Justification for this requirement	Requirement from this Organisation	What happens if your requirement is not met
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## Section 6: Outcome of Ministry/Division


Outcome/Impact	Jointly responsible for influencing this outcome / impact with the following organisation (s) / division (s) / ministry(ies)	Performance Indicator (s)	Unit	Actual FY 12-13	Actual FY 13-14	Target FY 14-15	Projection FY 15-16	Projection FY 16-17
1 Coverage of Rural road development (out of total planned rural road network).	Finance Division, Planning Commission	Coverage of Rural Road Network	%	29.6	32.2	32.9	33.2	35.9
2 Rural Road Repair (Out of total rural road network under coverage).	Finance Division, Planning Commission	Rural Road Network maintenance	%	11.2	12.4	14.0	14.9	18.0
3 Safe water supply coverage	Finance Division, Planning Division, Ministry of Land	No. of people per source in rural area	%	89	92	95	98	100
4 Sanitation Coverage	Finance Division, Planning Commission	Percentage of total population	%	98	99	100	100	100
5 Exposure to arsenic risks	Finance Division	Percentage of total population	%	4	4	3	3	2
6 Infrastructure development for water conservation	Finance Division, Ministry of Land, Planning Commission	Number of water conservator	Number	120	120	266	155	110
7 Employment generation for rural poor women	Finance Division	Share of women employment	Lakh Man Days	934	1151	1577	1248	1152

Whereas,

I, the Secretary, Local Government Division representing the Minister, Ministry of Local Government, Rural Development and Co-operatives , Government of the People's Republic of Bangladesh commit to the Cabinet Secretary, Cabinet Division, representing the Prime Minister, Government of the People's Republic of Bangladesh to deliver the results described in this agreement.

I, the Cabinet Secretary, Cabinet Division, on behalf of the Prime Minister, Government of the People's Republic of Bangladesh, commit to the Secretary, Local Government Division to provide necessary support for delivery of the results described in this agreement.

Signed,



\_\_\_\_\_  
Secretary  
Local Government Division

09.3.2015

\_\_\_\_\_  
Date



\_\_\_\_\_  
Cabinet Secretary  
Cabinet Division

09/3/2015

\_\_\_\_\_  
Date

## Annex-1

## Acronyms

Sl.	Acronym	Description
1	DNCC	Dhaka North City Corporation
2	DPHE	Department of Public Health Engineering
3	DSCC	Dhaka South City Corporation
4	LGD	Local Government Division
5	LGED	Local Government Engineering Department
6	LGIs	Local Government Institutions
7	NILG	National Institute of Local Government
8	WASA	Water and Sewerage Authority

